Arizona Department of Education
Research and Policy Division
1535 West Jefferson, Mail Bin 16, Phoenix, Arizona 85007
602-542-5151 • FAX 602-364-0887

Date: January 18, 2002

To: Superintendents, Charter School Administrators, and Business Managers

From: Anabel Aportela, Director, Research and Policy
Juan A. Martinez, Education Research Associate, Research and Policy

Subject: Important Data Reporting Dates in 2002

The following table shows four important dates for the opening and closing of the Graduation Rate and Year-End Enrollment data collection applications. All data must be submitted electronically. No data will be accepted in a paper format.

January 22, 2002	March 15, 2002	April 15, 2002	July 5, 2002
Graduation Rate application for Class of 2000 and Class of 2001 opens Begin submitting data as soon as possible	**DEADLINE for submission of Graduation Rate for Class of 2000.** There will be no exceptions for submission of data beyond this date.	**Year-End Enrollment** application for Fiscal Year '02 opens. Begin submitting data as soon as possible.	**DEADLINE for submission of Graduation Rate for Class of 2001.** There will be no exceptions for submission of data beyond this date. **DEADLINE for submission of Year-End Enrollment for FY '02.** There will be no exceptions for submission of data beyond this date.

The Year-End Enrollment file is used to compute the Dropout Rate. The Dropout Rate is part of Achievement Profiles pursuant to A.R.S. §15-241. The Graduation Rate file is used to compute the Graduation Rate. During the 2002 legislative session, the ADE will recommend the inclusion of the Graduation Rate in the Achievement Profiles.

A.R.S. §15-241.B states that "Each school shall submit to the department any data that is required and requested and that is necessary to compile the achievement profile. A school that fails to submit the information that is necessary is not eligible to receive monies from the classroom site fun established by §15-977."

Both the Graduation Rate and Year-End Enrollment applications are accessible via the common logon, at: https://www.ade.az.gov/CommonLogon.

Complete instructions and descriptions of codes used in both applications are available on the Internet at

Year-end Enrollment: http://www.ade.az.gov/services/mis/filelayout/YEECode2001.asp

Graduation Rate Study: http://www.ade.az.gov/services/mis/filelayout/gradratecode2001.asp

For **questions regarding codes** used in the Graduation Rate Study or the Year-End Enrollment files, please contact Juan A. Martinez at (602) 542-5151 (e-mail: jmartin2@ade.az.gov)

If you have **technical questions** regarding the electronic submission of the Graduation Rate or Year End Enrollment files, please contact the ADE Support Center (toll free) at 1 (866) 577-9636 or via e-mail at Support@ade.az.gov.

The Regional Training Centers are also available to assist you if you have questions regarding either the Graduation Rate or the Year-end enrollment applications. Their numbers are:

Flagstaff	928-527-6122
	888-394-1377 (Toll Free)
San Simon	520-845-2275
Tempe	480-965-3366
Tucson	520-225-4959